

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

11/16	SENIOR PAYROLL ANALYST	C4.2
Effective Date	Job Title	Index

DEFINITION AND PURPOSE

To perform a variety of increasingly and complex payroll duties and system administration. To provide guidance and management of the overall payroll system ensuring that a continuous process improvement focus is implemented. This position improves student achievement by planning, organizing, reviewing and evaluating the work of payroll department staff. By virtue of the complexity of the work, this position is relied upon to resolve technical and procedural problems encountered by payroll specialists and others in the District.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Payroll Manager. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules and regulations. Work is reviewed periodically to assure compliance to standards and measured results. Exercises functional and technical supervision and assists in evaluation of payroll specialist staff. This position must be able to keep executive management apprised of any system issues or concerns affecting the efficient delivery of payroll services.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Conducting complex studies and analyses pertaining to the Human Resources/Payroll system.

Conducting routine audits of the payroll system including compliance with federal and state laws, as well as internal policies, procedures and work instructions.

Developing and coordinating system processes and scheduling criteria for payroll system enhancements and upgrades.

Maintaining payroll system control tables to ensure accurate payroll data.

Providing technical support and training to Payroll staff and other District employees.

Ensures District compliance with PERS EDX policies and procedures and maintains system expertise.

Assisting in the testing and implementation of the Human Resources/Payroll system software.

Working one-on-one with Payroll Manager to ensure Human Resources/Payroll system integrity.

Performing complex payroll accounting functions on a large organizational scale.

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Coordinating and reviewing data input by personnel into Human Resources/Payroll system and area departments into MUNIS time and attendance system for accuracy and compliance to ensure employee receives accurate and timely earnings.

Compiling and maintaining individual files and records on pertinent payroll data necessary to perform the financial and statistical reports related to assigned areas.

Responding to district inquiries regarding pay.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of customer service models

Principles and practices of research, problem solving, and program evaluation

Principles and practices of work organization and simplification

Principles and practices of software analysis, design, testing, and implementation techniques

Client Server and integrated PC-based applications

General accounting practices and principles

Principles, practices and methods of school and/or governmental financial reporting

Principles, practices, and methods of a large computerized payroll system

Applicable federal, state and district policies, procedures, rules and regulations

Ability to:

Organize work effectively and to exercise independent judgment in making appropriate technical and procedural decisions regarding work methods and work products

Evaluate and establish work priorities for review by manager

Independently research, organize, and analyze technical information and prepare reports and recommendations for management as requested

Communicate clearly and concisely both orally and in writing

Establish and maintain effective work relationships

Interpret employee contracts and have expertise with payroll related issues including knowledge of associated payroll costs

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Work with business ERP integrated financial system and related peripheral equipment and software including Advanced Excel (VLOOKUP and Pivot Tables) and Crystal Report writing.

Experience and Training

Any combination of education, experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Five or more years of progressively responsible payroll experience

Education and Training:

A bachelor's degree in accounting, business administration or a related field.

Work Environment:

Climate controlled office settings and exposure to minimal noise intensity levels.

Moderate level of contact with district personnel. Lower level of contact with outside agencies/community.

Physical Requirements:

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Senior Payroll Analyst

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____